# DELAY IN MATTERS SUBMITTED TO JUDGE

**General Reporting Instructions:**
- This is a judicial report, not a court report; therefore, a report may contain matters from more than one court.
- Each judge shall use this worksheet to record all matters submitted to him or her for which a decision on that matter has been delayed or remains undecided.
- Quarterly reports shall be filed with the chief judge on the first business day of January, April, July, and October.
- The information recorded on these reports shall be submitted to the State Court Administrative Office no later than 7 days after filing with the chief judge.
- Every judge shall complete this report whether there is any matter to report or not.  Include matters from another court to which the judge has been assigned and all matters under consideration by referees.
- A "matter" is any issue submitted to a judge requiring a decision such as a pretrial motion, postjudgment motion, plea under advisement pursuant to MCR 6.302(F) or MCR 3.941(D), etc.
- According to MCR 8.107(A), every matter submitted to a judge or judicial officer should be promptly determined.  Decisions, when possible, should be made from the bench or within a few days of submission; otherwise a decision should be rendered no later than 35 days after submission.  For the purpose of MCR 8.107(A), the time of submission is the time the last argument or presentation in the matter was made, or the expiration of the time allowed for filing the last brief or production of transcripts.
- It is recommended that each decided matter be recorded at the time the decision is rendered.

| Quarter | Year | Name of judge | Bar no. |
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**A. Pending Matters**     ☐ There is no matter undecided at the end of this reporting period that has aged more than 56 days since submission.

Report below each matter that remains undecided at the end of the reporting period that has aged more than 56 days since submission.

| Case Number | Case Type Code | Case Name | Date Matter Submitted | Type of Matter | Reason(s) for Delay |
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**See other side for Decided Matters**

**DELAY IN MATTERS SUBMITTED TO JUDGE (continued)**

**B. Decided Matters**  ☐ There was no matter decided in this reporting period for which the decision was made more than 56 days after submission.

Record below each matter that was decided in this reporting period for which the decision was made more than 56 days after submission.

| Case Number | Case Type Code | Case Name | Date Matter Submitted | Date Matter Decided | Type of Matter | Reason(s) for Delay |
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I certify that on this date I filed a copy of this report with _____ .
Name of chief judge

_____    _____
Date                                                                            Judge signature

Reviewed by Chief Judge: _____    _____
Date                                                                            Chief judge signature